

Finance Manager
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: This position is an administrative, technical and professional accounting position in the Albany Housing Authority involving responsibility for developing, planning and management of AHA fiscal matters. The position also provides analysis and advice with respect to maintaining existing housing stock and developing new affordable housing financed through a mixture of public and private sources including Low Income Housing Tax Credits and Historic Tax Credits. The work is performed under the general direction of the Executive Director, with wide leeway allowed for the exercise of independent judgment concerning the day-to-day management of fiscal activities. The position also involves all areas of the financial department including accounting, payroll, audit, investment management, budget development and financial reporting in accordance with applicable laws, rules and regulations including those promulgated by The New York Division of Housing and Community Renewal and the US Department of Housing and Urban Development. Supervision is exercised over all employees of the financial department.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Develops, interprets and advises staff of changes in procedures or policies;
- Participates in investment counseling and budgeting;
- Coordinates all budgetary status reports;
- Coordinates and maintains investments of surplus funds in accordance with applicable State and Federal guidelines;
- Prepares fiscal reports required by the State and Federal government and other funding sources as required;
- Prepares and submits annual AHA budgets to the appropriate funding agencies;
- Oversees the preparation and submission of financial statements to the appropriate regulatory agencies;
- Coordinates and maintains accounts and records for AHA and its For-Profit and Not-For-Profit Affiliates ;
- Prepares, oversees and maintains financial reports and contracts for mixed public and private funding finance sources;
- Prepares grant reporting and budgeting;
- Ensures that all funds are expended in accordance with applicable HCR, HUD, and IRS Regulations and with obligations contained in contractual and operating documents;
- Coordinates accounting and auditing systems and procedures to provide complete and accurate records of the department's financial transactions;
- Prepares and makes presentation of various project and program budgets in the department;
- Devises and implements programs of cost control quality and inventory control;
- Studies economic trends and advises agency staff regarding related fiscal planning and cost analyses;

- Keeps ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;
- Oversees and coordinates the agency payroll functions for staff and/or clients;
- Performs cost analyses to aid in program effectiveness and efficiency;
- Implements and oversees accounting and financial transactions to insure compliance with acceptable Federal and State fiscal regulations;
- Prepares special periodic fiscal and statistical records, presentations, and reports;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of general accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices;
- Thorough knowledge of investment practices and terminology;
- Thorough knowledge of HUD budgetary processes;
- Thorough knowledge of HUD, HCR, HTF, AHC & IRS regulations, and applicable federal, state and local laws and guidelines;
- Thorough knowledge of HUD systems including LOCCS, REAC, and MTCS/PIC;
- Thorough knowledge of methods used in keeping financial accounts and records;
- Good knowledge of the principles and practices of real estate management;
- Good knowledge of NYS Public Housing Law as it applies to financial management of Public Housing Authorities;
- Good knowledge of a modern office terminology practices and procedures;
- Working knowledge of management information systems used by housing authorities;
- Ability to acquire a good knowledge of agency affairs related to fiscal management;
- Ability to prepare complete and accurate financial reports and statements;
- Ability to lead, plan, direct, and supervise the work of others;
- Ability to read, interpret and apply complex regulatory material;
- Ability to perform complex financial analysis;
- Ability to get along well with others;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's degree (or higher) in Accounting or Finance and a minimum of (3) years full-time paid senior management experience that includes PBM accounting, HUD accounting, tax credits, mixed finance and VMS experience. (as distinguished from bookkeeping, account keeping or financial record keeping), and supervision of accounting/finance staff; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree in Accounting or Finance and seven (7) years of full-time paid senior management experience that includes PBM accounting, HUD accounting, tax credits, mixed finance and VMS experience. (as distinguished from bookkeeping,

account keeping or financial record keeping), and supervision of accounting/finance staff.

Background Investigation: Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions and other offenses are subject to evaluation and may result in disqualification. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.